

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Room 3416, 700 West Capitol Avenue
Little Rock, Arkansas 72201

AR NOTICE PM-428

For: All Offices

FEDERAL JOB OPPORTUNITY ANNOUNCEMENT

Approved by:

State Executive Director



1 Purpose

To transmit Federal job opportunity announcement.

2 Action

Post the vacancy announcement on the bulletin board or other prominent place.

Disposal

12-01-01

05-29-01

Distribution

All Offices

Vacancy Announcement

DEPARTMENT OF AGRICULTURE (USDA) USDA, FARM SERVICE AGENCY

Vacancy Announcement Number: AR-148-2002

Opening Date: 10/08/2002

Closing Date: 10/29/2002

Position: PROGRAM TECHNICIAN (OA)
GS-1101-07/07

Salary: \$28,164.00 - \$36,615.00 per year

Promotion Potential: GS-07

Duty Location: 1 vacancy at Lonoke, AR

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SERVICE AGENCY

VACANCY ANNOUNCEMENT
MERIT PROMOTION

THIS IS A BARGAINING UNIT POSITION (AFGE)

ANNOUNCEMENT NUMBER: AR-148-2002

POSITION TITLE SERIES AND GRADE: Program Technician (OA), GS-1101-7

PROMOTION POTENTIAL: None

OPENING DATE: October 8, 2002

CLOSING DATE: October 29, 2002

AREA OF CONSIDERATION: Permanent Arkansas State FSA federal/county employees. USDA federal employees who have received official notification of displacement or who have been identified as surplus will receive priority consideration for this position under the Career Transition Assistance Program. All candidates must meet the definition of well qualified.

NOTE: Permanent County Employees without prior federal tenure who are selected for a Civil Service position under Pub. L. 105-277 will be given a career-conditional appointment and must serve a 1-year probationary period. After 3 years of service, employees will be eligible for conversion to career status.

NOTE: Voluntary applications from FSA employees outside the area of consideration stated above will not be accepted.

LOCATION OF POSITION:

Farm Loan Team
Arkansas State FSA Office
Lonoke, Lonoke County, Arkansas

CONTACT: Any questions should be directed to (816) 926-6669. TDD Number (800) 735-2966.

YOU WILL LOSE CONSIDERATION FOR THE POSITION IF YOUR RESUME OR APPLICATION DOES NOT PROVIDE ALL THE INFORMATION REQUESTED IN THIS ANNOUNCEMENT.

APPLICATIONS MUST BE RECEIVED BY THE CLOSE OF BUSINESS (5:00 PM LOCAL) ON THE CLOSING DATE OF THE ANNOUNCEMENT.

Duties: The selectee performs a wide range of duties related to loan processing, loan servicing, and office management. This position requires the skills of a qualified typist to perform word processing and other office automation duties.

Qualification requirements: At the GS-7 grade level, one year of specialized experience equivalent to the GS-6 grade level.

Specialized experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the

position to be filled.

At the GS-7 grade level: Specialized experience is experience which demonstrates the knowledge of office methods and procedures as well as limited knowledge of an organization's programs to provide clerical and limited technical support. In addition, this experience must demonstrate a comprehensive knowledge of the rules, regulations, and guidelines to independently process a full range of farm program processes.

Office Automation (typist), applicants must self-certify typing speed (words per minute).

THE SUBSTITUTION OF EDUCATION IS NOT QUALIFYING FOR THE GS-7 GRADE LEVEL.

Time-in-grade requirements: To meet time-in-grade requirements, applicants for the GS-7 position, must have served at no lower than grade GS-6 during the preceding year under any type of appointment, or have met the requirements at some time previously.

Quality ranking factors: In addition to the above experience requirements, the following quality ranking factors will be used in rating the applicants: (Please indicate on a separate sheet of paper your experience, education, and training which address the following knowledge, skills, and abilities (KSAs).

1. Knowledge of farm program policies, regulations and procedures.
2. Ability to communicate orally with a variety of individuals from diverse backgrounds.
3. Ability to research, interpret and apply farm program provisions and regulations.
4. Ability to identify and analyze problems and produce solutions.
5. Ability to research and compile data.

HOW TO APPLY: Interested candidates who meet the basic eligibility requirements may apply for consideration by sending the following information to the address indicated below. The Federal Government does not require a standard application for most jobs, but certain information is needed to evaluate your qualifications.

All applicants must submit one of the following:

- SF-171, Application for Federal Employment, or
- OF-612, Optional Application for Federal Employment, or
- Resume;

AND

the following:

- Permanent FSA federal/county employee must provide proof of competitive status, (current SF-50/FSA-50, Notification of Personnel Action)
- Supplemental Statement that addresses the KSAs on plain bond paper; KSA Supplemental Statements may not be more than 2 single-spaced pages per KSA
- In addition, current Federal employees must provide a current or last performance appraisal/rating of at least fully successful or equivalent

(within 18 months), or a statement advising why the performance appraisal/rating is unavailable

- Education may be substituted for specialized experience: Submit your college transcript to verify successful completion of degree, college course work and/or grade point average
- Office Automation (typist), applicants must self certify typing speed
- USDA federal employees who have received official notification of displacement or have been identified as surplus will receive priority consideration for this position in the local commuting area from which they were separated. Displaced and/or surplus employees must submit: 1) a copy of their displaced and/or surplus notification; and 2) a current, or last performance appraisal/rating of at least fully successful or equivalent (see eligibility requirements below).

NOTE: Non-competitive Referral candidates are NOT required to submit the KSA Supplemental Statement, although they are encouraged to do so.

NOTE: Additional information, other than the KSAs will not be considered in making qualification determinations and will be destroyed. **DO NOT ATTACH POSITION DESCRIPTIONS, AWARDS, MANUSCRIPTS, PERSONAL ENDORSEMENTS, OR OT UNSOLICITED MATERIAL.**

SEND APPLICATION PACKAGE TO:

U.S. Department of Agriculture
 Farm Service Agency
 Arkansas State FSA Office
 700 West Capital
 Federal Building, Room 3416
 Little Rock, Arkansas 72201-3225
 ATTN: Administrative Officer

APPLICATIONS SUBMITTED BY FACSIMILE WILL BE ACCEPTED BY THE CLOSE OF BUSINESS (5:00 PM LOCAL) ON THE CLOSING DATE OF THE ANNOUNCEMENT. FACSIMILE NUMBER (501) 301-3085.

PRIORITY PLACEMENT ELIGIBILITY:

Priority placement services apply to employees:

- in Tenure Group I and/or II (career and career-conditional);
- in the competitive service;
- who have a current, or last performance appraisal/rating of at least fully successful or equivalent;
- who are displaced or have been identified as surplus in a USDA Agency and who apply for a USDA vacancy in their current/former position's local commuting area;
- who apply for a vacancy that is at or below the grade level from which the employee may be or is being separated;
- files a complete application package for a specific vacancy announcement within the time frames described in the announcement with proof of eligibility, and;

- who are determined to be well-qualified (applicants must receive at least a satisfactory rating or above on each of the KSA evaluation criteria).

YOU WILL LOSE CONSIDERATION FOR THE POSITION IF YOUR RESUME OR APPLICATION DOES NOT PROVIDE ALL THE INFORMATION REQUESTED.

JOB INFORMATION: Announcement number, title, and grade of the job for which you are applying.

PERSONAL INFORMATION: Full name, mailing address, day and evening telephone numbers (with area code), Social Security Number, Country of citizenship (Most Federal jobs require United States citizenship), Veterans' preference, Highest Federal civilian grade held (Also give job series and dates held).

EDUCATION: High school - Name, city, and State (Zip Code if known), date of diploma or GED;

Colleges and universities - Name, city, and State (Zip code if known), major(s), type and year of any degrees received. (If no degree, show total credits earned and indicate whether semester or quarter hours.)

WORK EXPERIENCE: Give the following information for your paid and nonpaid work experience related to the job for which you are applying (do not send job descriptions):

- Job title (include series and grade if Federal job)
- Duties and accomplishments
- Employer's name and address
- Supervisor's name and telephone number
- Starting and ending dates (month and year)
- Hours per week
- Salary
- Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS: Job-related training courses (title and year); job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed; job-related certificates and licenses (current only); job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates but do not send documents unless requested).

REASONABLE ACCOMMODATIONS: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process (Braille, large print, audiotope, etc.) please contact USDA's Target Center at (202) 720-2600 (voice or TDD). The decision on granting reasonable accommodation will be on a case-by-case basis.

EEO AND CIVIL RIGHTS POLICY: The U.S. Department of Agriculture (USDA)

prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

THE ADMINISTRATIVE OFFICER WILL FORWARD THE BIDS TO THE KANSAS CITY ADMINISTRATIVE OFFICE FOR PROCESSING.

APPLICATIONS ARE NOT SCREENED FOR ALL REQUIRED FORMS BEFORE DETERMINING MINIMUM QUALIFICATIONS; THEREFORE, IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT ALL REQUIRED FORMS ARE RECEIVED IN THE OFFICE BY THE CLOSE OF BUSINESS ON OR BEFORE THE CLOSING DATE OF THIS ANNOUNCEMENT.

USE OF POSTAGE PAID GOVERNMENT AGENCY ENVELOPES TO FILE JOB APPLICATIONS VIOLATION OF FEDERAL LAWS AND REGULATIONS. APPLICATIONS SUBMITTED IN POSTAGE-PAID GOVERNMENT ENVELOPES WILL NOT BE ACCEPTED.

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